

U.S. Environmental Protection Agency

Office of Pesticide Programs

Electronic Submission Guidance

**Standard Format for Electronic Submission of  
Supplemental Data Files in Support of**

**Surface Water and  
Groundwater Field Studies  
and Monitoring Data**

February 6, 2001

## Environmental Fate and Effects Studies

# Surface Water and Groundwater Field Studies and Monitoring Data

OPP/EFED requests that data and data sets for ground and surface water monitoring studies be provided in ASCII format. The following are general suggestions for submitting machine readable data:

- Data should be provided in files separate from other material such as review text.
- Data files should have a special file extension not used for other kinds of files, probably ".dat" (e.g., "SITE002.DAT").
- Missing measurements should be indicated by a dot ("."). A missing value code should be required when there are multiple endpoints in the same file.
- Individual numbers or values on a line are separated by one or more spaces.
- Lines or rows of data are separated by a hard return.
- Data files should be ASCII. An ASCII file is called a "DOS Text" in WordPerfect for example.
- Character data such as variable names or treatment group names should consist of strings of length not more than 8 characters.
- Ratio endpoints such as emergence (the fraction of seeds that emerge) should be represented as decimal numbers rather than as percentages.

### **Provide general data in ASCII format for each of these study reports:**

- 166-1, *Small Scale Prospective Ground Water Monitoring Studies*
- 166-2, *Small Scale Retrospective Ground Water Monitoring Studies*
- 166-3, *Large-Scale Retrospective Ground Water Monitoring Studies*
- *Ground and Surface Water Monitoring Reports*

Include graphs, raw data tables with associated descriptive text, and input variables and results of statistical analysis,

### **Provide all tables of raw data in ASCII. Tables should include:**

- information on site location (FIPS code; latitude and longitude),
- time of sample,

- detection limits,
- analytical methods,
- time of collection (date; hour),
- sampling method(s),
- pH/redox potential (measured in-situ),
- water temperature, and
- suspended sediments concentrations

It would be helpful if all Surface and Ground Water Modeling submissions would be accompanied with the following in ASCII:

- all model input parameters with source (reference(s)) identified,
- met files,
- model output.

**For further information,** please contact James Hetrick, EFED (703-305-5337).